

Several sources can be used to identify OHS regulations and ongoing changes, including—

- (i) all levels of government;
- (ii) industry and employer associations;
- (iii) employee associations and unions;
- (iv) commercial databases; and
- (v) professional services.

To facilitate keeping track of legal requirements, an organization can establish and maintain a list of all laws and regulations pertaining to its activities, products or services.

4.2.4 Objectives and targets

The organization should establish, implement and maintain documented OHS objectives and targets to meet the organization's OHS policy. These objectives are the overall goals for OHS performance identified in the OHS policy, and provide the organization with the means to evaluate its OHS performance.

Objectives and targets can apply broadly across an organization or more narrowly to site-specific or individual activities. Appropriate levels of management should define the objectives and targets.

The initial review provides users with information concerning the current status of their OHSMS. This information can then be used to identify those work areas, practices or activities at all levels within the organization where OHS performance is less than optimal. Objectives and targets, consistent with the organization's OHS policy, should then be set based on improving OHS performance in these work areas, practices or activities.

Objectives should be aimed at improvements in OHS performance and supported by targets which are clear, quantifiable, realistic and time bound.

Objectives and targets should be regularly reviewed and revised based on past performance and in consultation with workplace personnel, OHS professionals, insurers and other appropriate persons or groups.

4.2.5 Performance indicators

When the objectives and targets are set, the organization should consider establishing measurable OHS performance indicators. Performance indicators provide information on what is happening. They can be outcome based, in reflecting system or operational performance, (e.g. rate of injury) or input based (e.g. number of audits performed, number of inspections conducted or percentage of job descriptions made to include OHS requirements). The latter example may also be called a positive or leading performance indicator as it relates to actions taken to prevent injury and illness.

Practical help: Objectives, targets and performance indicators

Objectives state what is intended to be accomplished and targets define a performance level time frame.

Performance indicators are the means by which we measure whether objectives are met. They are measures such as rates, ratios or indices which reflect how well the OHSMS or its elements are performing.

An example of an 'outcome'(operational)/performance indicator would be as follows:

- (a) *Objective*
Eliminate injuries associated with fork lift trucks.
- (b) *Target*
Zero injuries in a financial year.
- (c) *Indicator*
Percentage of injuries associated with fork lift trucks.

An example of an 'input' (management) performance indicator in use would be the following:

- (i) *Objective*
Provide OHS induction training for all new employees.
- (ii) *Target*
Training to be provided in first week of employment.
- (iii) *Indicator*
Percentage of new employees given OHS induction training in first week.

4.2.6 OHS management plans

The successful initial implementation of an OHSMS requires plans to be developed that clearly set out how the objectives and targets for the introduction of a management system will be achieved by—

- (a) designating responsibility for achievement of objectives and targets at relevant functions and levels of the organization; and
- (b) outlining the means and timeframe by which objectives and targets are to be achieved.

In addition to the initial planning phase, procedures should be established to ensure planning is undertaken in the ongoing operations of the organization. Operational plans to address specific OHS issues in an organization's operations need to be developed and implemented. (These are sometimes described as